



## ► SETTING UP YOUR TOURNAMENT

Welcome from all of us at Midnight Basketball™ Australia.

This document will hopefully provide an insight as to what is actually involved in setting up the Midnight Basketball program in your community. We know from experience what a huge effort the community makes to bring this all together, and we are here to help you however we can.

Please refer to the separate Overview document which provides more detailed information on the Midnight Basketball program and how it works.

Midnight Basketball Australia seeks **Expressions of Interest (EOI)** from communities who wish to partner with us to bring Midnight Basketball to their community.

Our partners will need to demonstrate the ability to commit to the program for a minimum of two years, with two eight week tournaments per year, firmly establishing the program locally to maximise its success.

The Midnight Basketball program requires effort from the whole community in order to achieve successful outcomes.

It generally takes around six to eight months to get a Midnight Basketball tournament up and running, and the following pages take you through the process.

We look forward to meeting your community.

**Sue Hogan**  
National Tournaments Manager  
Midnight Basketball Australia





The following step by step guide will assist you in seeing how your tournament works from start to finish.



## STEP ONE – FORMING YOUR COMMUNITY COMMITTEE

Prior to completing an EOI, you'll need to recruit a diverse committee from across the community who will oversee all aspects of the local program including:

- Supervising the EOI submission.
- Taking responsibility for all program activities.
- Overseeing the Tournament Manager.
- Ensuring all weekly administrative tasks are carried out.
- Ensuring that pre and post tournament procedures are completed.
- Developing the workshop program with assistance from Midnight Basketball Australia.

### Committee Chair

The Committee Chair will be the committee representative who will oversee the committee's activities including overseeing the Tournament Manager, ensuring all weekly administrative tasks are carried out and that pre and post tournament procedures are completed.

The Committee Chair would undertake the initial training provided by Midnight Basketball for the Tournament Manager to be abreast of the role and to ensure quality standards. The Chair is also responsible for the development of the workshop program, in consultation with Midnight Basketball Australia.

### Volunteer Recruitment Manager

The Volunteer Recruitment Manager's role is very important, as the more that you can encourage volunteers to undertake, the lower the Tournament Manager cost will be and the more time they will be able to allocate to marketing the program and recruiting players. Specifically the Volunteer Recruitment Manager will need to:

- have a wide range of contacts (or capacity to build contacts) across the community to recruit volunteers from differing community groups (including individuals);
- work with the Committee Chair and the Tournament Manager to review all aspects of the program and assist with the set up of the first tournament; and be responsible for developing a volunteer recruitment plan and then implement and oversee that plan with the assistance of the Tournament Manager (as required).

Some of the positions available to volunteers include:

- Assistant Tournament Manager
- Team Managers
- Scorers
- Scoreboard Operators
- Workshop Supervisor
- Catering Assistant
- General Supervisor
- Bus Assistant
- Laundry Volunteer (team singlets)

NB: All volunteers must satisfy their State's Working With Children requirements.



NO WORKSHOP  
NO JUMPSHOT





## Finance Manager

Assists with tournament budget and finances, including final reconciliation for Committee approval at the conclusion of each tournament. This must include copies of all receipts with ABN no. in an orderly manner. Once approved, the reconciled budget is forwarded to Midnight Basketball Australia (Head Office) within six weeks of each tournament's conclusion.

## Community Fundraising Manager

Responsible for local fundraising, including securing in-kind contributions.

## Personnel Manager

Recruits all additional non-volunteer staff needed for tournament duration, including:

- **Tournament Manager** Likely to be a paid role unless you can find a committed volunteer with strong experience. They would be contracted for up to four weeks prior (2 days/week), then each tournament night for about six hours and approx 12 hours/week during the tournament for preparation and administrative tasks. (Again, the more help they are given, the less time will be required.) They must be highly motivated and be able to relate well, but with the required authority, to the players.
- **Security Personnel (professional)** Player safety is paramount so they must be an experienced security guard(s), unless the local police are providing security (which would need to be discussed with Midnight Basketball Australia prior to arranging).
- **Referees** Accredited Referees are required for all basketball matches. At least one Referee is required per court. Referees will provide their own shirts and whistle. Contact your local basketball association for assistance.
- **Bus Driver** Player safety is paramount so while they can be a volunteer, they must be experienced and approved by the transport provider with credentials sighted.

## Logistics Manager

Handles negotiations with suppliers for the remaining key components of a Midnight Basketball tournament, including catering, venue/stadium hire, transport.

## Youth Worker

Works with local stakeholders to identify participants (at risk youth) and attends each tournament night. Youth Workers come from local youth agencies, including those run by the local council.

## Commonwealth Bank Representative

The Commonwealth Bank is the founding partner of Midnight Basketball Australia and is keen to get involved and help however they can at a community level. Once your EOI has been approved by Midnight Basketball, please contact the Commonwealth Bank Staff Community Fund team, who will put you in touch with your local Branch Manager:

Email: [staffcommunityfund@cba.com.au](mailto:staffcommunityfund@cba.com.au)







‘Midnight Basketball was successful in attracting children off the streets especially on a Saturday evening with not much else to do in the area.

I would recommend the program for any community – it’s a great way for children to be physically active as well as being educated on real life skills.”

**Leeanne King**  
Tournament Manager  
Kwinana, WA



## STEP TWO – COMPLETE THE EXPRESSION OF INTEREST (EOI)

The EOI process addresses the capacity for the success of the program in your community, based on the following selection criteria:

- An established need for the Midnight Basketball program, based on the socio-economic indicators of your local community.
- A demonstrated commitment and capacity of your community to deliver the program effectively and its achieve.
- Indoor basketball facilities (2 courts minimum) and separate workshop area.
- An ability and drive to recruit volunteers.
- The capacity to commit to the program for a minimum of two years with two tournaments per year to be held.

Your Community Committee must complete an EOI and budget (see Step Three) and submit to Midnight Basketball Australia. Please contact us at any time with any queries that arise. Your EOI will be reviewed to ensure that you meet all of Midnight Basketball Australia’s requirements and assessed against the selection criteria.

Subject to available funding and available resources, we will provide:

- \$10,000 contribution towards each tournament budget for two tournaments per year for two years.
- Tournament Management Manual / Guidelines and all relevant forms, materials and templates.
- Initial Tournament Start-Up Kit including basketballs, team singlets, team bags, upright banner, volunteer lanyards, and player prizes and trophies.
- Program evaluation questionnaire and analysis of results.
- Public liability and personal accident insurance for contracted Tournament Manager, Registered Players and Volunteers, and Referees.
- Training and ongoing tournament support.
- Workshop curriculum support to ensure it caters to the needs of your youth.
- PR support (e.g. template media releases).
- In 2009 we will release our Midnight Basketball Community Portal for all communities to manage their local program. This will include:
  - Your own localised website to be able to display information about your tournament and program, including your local sponsors.
  - Provide online registration for players and volunteers.
  - Manage the administration of the tournament including producing automatic scheduling.
  - Showcase leaderboard results, team stories, and photo galleries.
  - Generate automated reports for the local Midnight Basketball Community Committee.
  - And much more.

Community partners need to fund the remaining balance (normally around 50%) of the tournament budget through their own sponsorship and partnership arrangements, which could include both dollar and in-kind contributions.

Please keep in mind that submitting your EOI does not require you to have your funding already secured for your tournament, however you must be able to demonstrate the capacity to secure these funds.





## STEP THREE – COMPLETE YOUR TOURNAMENT BUDGET

You need to initially budget for an eight week tournament. A clear budget, identifying all components is to be submitted to Midnight Basketball Australia with the EOI and to assist you we've included indicative costs for some items such as Tournament Manager, Youth Worker and catering. Refer to the budget for specific instructions on how to complete it. Remember that we do not require you to have your funding already secured for your tournament; however, you must be able to demonstrate the capacity to secure these funds. Tournament Managers should be employed for no more than two days per week for four weeks prior to the tournament commencement.

This will give the Tournament Manager plenty of time to start promoting the program and recruiting volunteers and players, as well as finalising the workshop program. Prior to this, the Committee should have finalised funding and secured relationships with all external suppliers including caterers, security, venue, referees, youth workers and transport.

The more you source in-kind from local businesses, the easier it will be to get the tournament off the ground. It also reduces the amount of cash you need to raise, builds community relationships, spreads positive messages about the program, and makes it more sustainable in the longer term.

We understand that setting up your Midnight Basketball tournament is not a quick and easy task, so to take off some of the pressure we provide partners with a Tournament Start-Up Kit (see budget for full kit details).

In recognition of the benefits that Midnight Basketball Australia's national partners provide, which currently includes the Commonwealth Bank, Banks or other financial institutions are currently excluded as local brand sponsors.

Local funding partners should be deemed to be appropriate to be associated with this type of program - if you are unsure if a sponsor is appropriate or not, please contact Midnight Basketball Australia.

## STEP FOUR – EOI AND BUDGET SUBMITTED FOR APPROVAL

The Committee submits the EOI and Budget to Midnight Basketball Australia. If approved by the Board, an initial pre-approval letter will be sent to you, giving you up to six months to secure funding.

## STEP FIVE - COMMUNITY FUNDRAISING

Once your EOI and Budget have been approved by Midnight Basketball Australia fundraising has to begin. The pre-approval letter can be used for any funding approaches. As mentioned previously, funding partners need to be appropriate to be associated with this type of program, if unsure, please contact us.

Once you have secured your funding, full details are to be provided to Midnight Basketball Australia on the Funding Confirmation form.

Upon final Board approval, a Participant Agreement will be issued and Midnight Basketball Australia will arrange to meet with your appointed Local Community Committee Chair and Tournament Manager to outline the planning process.







“JUST DO IT! As a community you will gain so much from running a Midnight Basketball tournament.

The volunteers, participants and spectators have all formed very firm friendships. Many volunteers now have a different perspective on the youth that they would otherwise have been dismissive of.

The program can be used as a positive crime fighting tool when dealing with high numbers of at-risk youth in any area.”

Vickie Petersen  
Tournament Manager  
Geraldton

## STEP SIX – RECRUIT YOUR TOURNAMENT MANAGER

The Committee will need to recruit a Tournament Manager who will be trained by Midnight Basketball Australia. Their key tasks will be:

- Managing each tournament night.
- Weekly administration and record keeping.
- Player Recruitment: Midnight Basketball recruits between 60 to 80 male and female participants aged 12 to 18 years from the local area. Players can be recruited from local schools, community groups and clubs. Those youth who are most at-risk can be targeted with the assistance of the police, Juvenile Justice, youth agencies, school liaison officers and other stakeholders involved with youth in the community. Midnight Basketball Australia recommends advertising in the local newspapers as well as using branded posters to attract players to the competition.
- Volunteer Recruitment: Working closely with the Volunteer Recruitment Manager to implement the volunteer plan and process volunteer registrations
- Working with the committee to finalise the following:
  - Managing the workshop program.
  - Managing supplier relationships.







"We're proud to be associated with Midnight Basketball. It's a simple idea, but I can see the positive impact it has on the kids.

As they build life skills through the workshops, the benefit can be seen on the basketball court and in the broader community.

Some employees of the Commonwealth Bank believe so strongly in Midnight Basketball that they give their own time to help make the program a success, and I know they benefit from the program too.

Thank you to the participants, the organisers and our volunteers - with your help, Midnight Basketball is really making a difference in our community."

Barbara Chapman  
Chair of Staff Community Fund  
Commonwealth Bank

## ► TOURNAMENT LOGISTICS

### Selecting A Venue

An indoor basketball venue is necessary so that games can proceed even in wet weather. Two courts or more are needed to avoid unnecessary player downtime, and a separate, quiet workshop area is required. Spectator seating and meals area is desirable, however if not available suitable arrangements will need to be made – tables or chairs may need to be hired.

### Organising Tournament Timing And Dates

Midnight Basketball is designed to be held on Saturday nights, usually within the school terms (eight weeks max length). It is advisable to avoid the first weekend after school holidays, because this is a busy week for communities and gives you more time to recruit local youth during the first couple of weeks of school terms.

Based on six teams competing, games run for 28 minutes each (2 x 14 minute halves) plus five minute warm-up time. Each team participates in three competitive games of basketball each night.

<b>7.00pm</b>	Volunteers arrive and register
<b>7.15pm</b>	Volunteers' briefing
<b>7.30pm</b>	Players arrive and register with Team Managers and collect singlets. Dinner served – teams to eat together to socialise and get to know their Team & Manager.
<b>8.00pm</b>	Life Skills workshop (1st group) Match 1 / 2
<b>8.40pm</b>	Life Skills workshop (2nd group) Match 3 / 4
<b>9.20pm</b>	Life Skills workshop (3rd group) Match 5 / 6
<b>10.00pm</b>	Match 7
<b>10.40pm</b>	Match 8 / 1st bus departs
<b>11.20pm</b>	Match 9 / 2nd bus departs
<b>Midnight</b>	Wrap up / final bus departure

### Organising Transport

Safety of our players is a priority and as such, at least a 20-seater bus should be available each night to take players home if their parents/carers are not at Midnight Basketball. A bus assistant is mandatory on the bus at all times. For regional locations you may also need to consider bus pick-up points to transport players to the venue.

### Forming Teams

An official grading night is held in the first week of each tournament to form six evenly matched teams of ten players, with a mix of male and female participants of various ages and abilities. You will find that older players can become terrific mentors for the younger players. To ensure an increased level of participation and support for the tournament, a buddy system operates whereby each participant can select one friend to be in their team with them.

NO WORKSHOP  
NO JUMPSHOT





## Planning Your Workshop

In keeping with our motto “**NO WORKSHOP NO JUMPSHOT™**”, players must attend the workshop in order to participate in the basketball competition.

Building on essential lifeskills, these compulsory workshops deal with real and relevant issues and can include:

- Self Esteem and Confidence
- Decision Making and Problem Solving Skills
- Conflict Resolution and Communication skills
- Impulse and Anger Control
- Substance, Emotional and Physical Abuse including Self-Harm
- Health and Wellbeing, including Nutrition
- Financial Literacy
- Job Readiness and Work Experience Programs

A suggested workshop schedule should include:

<b>WEEK 1:</b>	<b>Rules and Code of Conduct</b> General overview of Midnight Basketball and how it works. Players discuss appropriate rules and should come up with their own Code of Conduct that they can agree to and take ownership.
<b>WEEK 2:</b>	<b>Teambuilding Activity – make up team names and chants</b> This week players will find out their official teams for the competition so it's important they start bonding, getting to know each other and learn the importance of teamwork. Midnight Basketball Australia will help with this activity's outline.
<b>WEEK 3 - 7:</b>	See above workshop themes and contact Midnight Basketball Australia for assistance with each curriculum.
<b>WEEK 8:</b>	Players complete Tournament Questionnaire/feedback for final evaluation.

**Please note:** Your workshop program will need to be submitted to Midnight Basketball Australia prior to your tournament commencing.

## Evaluating Your Tournament

Players and volunteers will complete questionnaires provided by Midnight Basketball Australia at the conclusion of each tournament. These are then formally evaluated by an external independent research body and a final report will be provided back to your committee.





# MID BASKET NIGHT BALL



'Midnight Basketball is a lot of fun and it has opened our eyes to the potential of youth in our local community. Those who were otherwise known as 'challenging', now say hello when we see them around town.

Midnight Basketball is about building relationships and addressing challenging behaviours in a positive and effective way that brings about real change."

Ian Middleton  
Housing NSW  
Midnight Basketball Orange

## ► CONTACT INFORMATION

For further information on Midnight Basketball or to receive an 'Expression of Interest Kit', please feel free to contact us:

Postal Address: GPO Box 1600, Sydney NSW 2001  
Phone: 02 8208 6248  
Street address (not mailing):  
Level 2, 14 Martin Place, Sydney NSW 2000  
Web: [www.midnightbasketball.org.au](http://www.midnightbasketball.org.au)

For tournament enquiries, contact:

Sue Hogan, National Tournaments Manager  
Phone: 02 8208 6248  
Mobile: 0412 684 006  
Email: [Sue.Hogan@midnightbasketball.org.au](mailto:Sue.Hogan@midnightbasketball.org.au)

For other enquiries including media and sponsorship, contact:

Tess White, Chief Executive Officer  
Phone: 02 9232 8893  
Mobile: 0418 456 294  
Email: [Tess.White@midnightbasketball.org.au](mailto:Tess.White@midnightbasketball.org.au)



**EVERY WEEK 60-80 TEENAGERS IN EVERY MIDNIGHT BASKETBALL LOCATION ATTEND A COMPULSORY LIFE SKILLS WORKSHOP.**

**EVERY WEEK WE IMPART AN IMPORTANT LIFE SKILL TOPIC VIA THIS POWERFUL FORUM.**

**INITIALLY THE YOUTH ATTEND BECAUSE THEY WANT TO PLAY BASKETBALL. THEY CONTINUE TO ATTEND AS THE WORKSHOPS ARE ENGAGING (AND THEY WANT TO PLAY BASKETBALL).**

**NO WORKSHOP  
NO JUMPSHOT**

Founding Partner **Commonwealth Bank**

